

**Use this process to provide BadgerNet Contract data to EPC. You must do this before you can complete FRN 2 to AT&T**

“Add a New Contract” to your site:

- 1) Go to your Landing Page.
- 2) Choose your school district from “My Entities.”
- 3) Choose “Contracts” from the links on the left side of the screen.
- 4) Click on the “Manage Contracts” button on the upper right of the screen.
- 5) Click on the “Add a New Contract” button.

You will now enter “Contract Information.”

- 1) “Nickname” -- [suggested: “Badgernet Contract”]
- 2) “Contract Number” -- 505004-O14-BCNMGSRVCS-01 (Save and Continue)
- 3) “Would you like to upload a copy of your contract?” -- NO (Save and Continue)
- 4) “Is this contract based on a State Master Contract?” -- YES
- 5) “Is this contract based on a multiple award schedule?” -- NO (Save and Continue)
- 6) “Can other applicants piggy back off this contract?” -- NO
- 7) “Was this contract originally created by another applicant, and you then piggy backed off their contract?” -- YES
- 8) “Please indicate the original party that created the piggy back contract, as well as any other relevant details.” [enter “State of Wisconsin/BadgeNet”] (Save and Continue)

You will now enter information about the Form 470 that TEACH filed to establish the contract for the new BadgerNet.

- 1) “Was an FCC Form 470 posted for the product and/or services you are requesting?” -- YES
- 2) “How many bids were received?” -- 2
- 3) “Was your FCC Form 470 posted prior to Funding Year 2016?” -- YES
- 4) “FCC Form 470 Number” -- enter 891980001346160 (save and continue)

You will now enter information about the Service Provider (AT&T)

- 1) “Account Number” -- not required
- 2) “Search Service Providers” by SPIN: 143001192 (hit the “Search” button)
- 3) Click the checkbox for SPIN: 143001192

You will now enter information about Contract Dates

- 1) “Is this a multi-year contract?” -- YES
- 2) “What is the date you awarded your contract?” -- 8/1/2016 (Save and Continue)
- 3) “Does this contract include voluntary extensions?” -- NO (Save and Continue)

You will now enter information about Pricing Confidentiality

“Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?” -- NO (Save and Continue)

Now: review the Confirmation page. If the entries are correct, click on “Complete.”